

Travel, Research, & Development (TR&D) Grant 2017

All faculty -- tenured, tenure track, lecturers, and Special Sessions faculty-- in the Lucas College and Graduate School of Business (L-CoB) are eligible for a Travel, Research & Development Grant (TR&D) to support expenses for professional and scholarly contribution and to maintain SA, PA, IP or SP status. The grant is used primarily for travel, research and professional development related expenses. Please note: all funding is subject to budget availability and is based on appointment level (See Page 2 for Grant Distribution Details).

Eligible Expenses

Funding	Allowable Expenses	Prohibited Expenses
<p>Base Funding (See the Grant Distribution Details section below for details on how your allocation is calculated) Cannot use Base funding for highlighted items.</p> <p>I.C. Points Funding (See the Grant Distribution Details section below for details on how your allocation is calculated) Cannot use I.C. funding for highlighted items.</p> <p>Development (D) Funding (up to \$700 based on appointment level). D funds can be used for all allowable expenses in the next column in addition to the highlighted items in yellow.</p>	<ul style="list-style-type: none"> • Travel <ul style="list-style-type: none"> - Full details on LCoB Travel Policy as well as request and reimbursement deadlines may be found on the LCoB Finance Hub. • Memberships relevant to the faculty's discipline (justification must be provided) ^R • Professional services such as transcription and editing ^R • Publication fees ^R • Media (hardcopy publications, CDs, DVDs, video, audio and digital books) with a minimum \$50 per reimbursement request (pool your receipts so they add up to \$50 or more)^R • Student Teaching or Student Research Assistants ^{D**} • Software and Databases including those used for research^D • Computer peripherals will be approved case-by-case with the exception of those listed as University prohibited expenses to the right ^D • Items to build/configure computers ^D • Supplies such as dossier materials, business cards, etc. • Tablets (iPad or Surface) or iPod ^D • Webcams/Camcorders and other recording equipment ^D • LCoB issued computer repair ^D 	<ul style="list-style-type: none"> • Any recurring subscription services such as Data and/or Voice services for cellphones, smartphones, iPad, iPod, and similar devices. • Any app purchases • Digital Cameras • Commodities/Services from foreign suppliers and contractors • DVD and Blu-Ray players • Expenses for fee waiver of career development program courses • Home DSL Service • Items for personal use • Phones (wired/wireless/campus phone/campus phone upgrades • Postage and courier services (including USPS, FEDEX, UPS) Please use on-campus mailing services • Tuition • Kindle device applications (video, audio, and digital books) • Payment to/for faculty or staff providing research or teaching assistance • Support for expenses of other faculty or staff
	<p>Purchasing Procedure: ^D = Only Department Staff can purchase (or appoint) these. ^R = Reimbursable (you can purchase first then get reimbursed although we recommend getting approval before you purchase to ensure that we can reimburse you) ^{**} = Assistants hired using TR&D funds should be Business major students in good academic standing with a min of 2.7 GPA, ideally a 3.0. Any non-Business major student hires must be pre-approved with justification by the Dean.</p>	

Grant Distribution Details

Base Funding by appointment level

- All *Scholarly Academics* (SA) faculty will be allocated a \$1,500 base grant in AY 2017-2018.
(Ex: 1.0 appointment level x \$1,500 base grant = \$1,500)
- All *Practice Academics* (PA), *Instructional Practitioners* (IP), and *Scholarly Practitioners* (SP) faculty will be allocated a \$500 base grant in AY 2017-2018.
(Ex: 0.40 appointment level x \$500 base grant = \$200)

Development 'D' Funding by appointment level

- All faculty (SA, PA, IP, SP and Others) will be allocated a \$700 base grant in AY 2017-2018.
(Ex: 0.40 appointment level x \$700 base grant = \$280)

Intellectual Contributions Points Funding (I.C. Points) - *maximum 6 points / \$1,500 per Fiscal Year*

Faculty will receive \$250 for each Intellectual Contributions point earned in a rolling 5-year cycle (2012-2017 for the Fall 2017 TR&D Grant) under the L-CoB Policy on Faculty Qualifications and Engagement (Ex: 0.40 appointment level x Two - I.C. points x \$250 = \$200). This is in addition to their base funding grant. This portion of the TR&D grant is funded by the Graduate Business Professional Fee, which is specifically tied to activities supporting the College's maintenance of AACSB accreditation, and is subject to several external audits over the fiscal year.

Exception:

Non-tenured Assistant & Associate professors, who are in the RTP process, and who may have not earned 6 points will still receive a maximum of \$3,700 of TR&D funds (total of base and IC points funding) in their first 5 years to supplement any point deficit. **This \$3,700 grant will include any faculty development funding provided by the Provost's Office.**

Other Eligibility

- 1) Faculty on sabbatical, difference-in-pay, FERP or Leave-with-Pay are eligible
- 2) Faculty on Leave-Without-Pay are **not** eligible. Grant will be adjusted according to leave amount and are contingent on the Faculty member's return. Expenses cannot be submitted until Faculty has been brought back to active status.
- 3) Time-base for lecturers is based on the Fall Semester 2017 *Statement of Terms and Conditions of Employment* and *Special Session Instruction Appointment*, excluding Winter and Summer.

Conditions

- Grants are made available each year & **subject to University budget availability.**
- Points are calculated on June 30th, based on an intellectual contribution's **date of acceptance.** Updates on intellectual and other contributions must be submitted by May 15th of each year to be considered in the points calculation for the coming academic year.
- Current FY travel: Faculty member must click "Submit" in FTS by **June 20th** for reimbursement.
- Next FY travel: Faculty may use current TR&D funds **ONLY** when they book travel expenses via Fell Travel, Inc. or Department/School Staff by **May 9th.** Any out of pocket travel expenses for that trip will be reimbursed against next FY TR&D funding if incurred on or after July 1st.
- All non-travel reimbursements to be submitted within 90 days of purchase. The last day to submit receipts for reimbursement of non-travel expenses using current FY is **June 13th.** Note that receipts submitted after the 90-day window are subject to non-reimbursement.
- Grants are not transferable from one individual to another
- Grants cannot be rolled or borrowed from future allocations

Approval Process for both Base Funding & I.C. Points Funding:

- Justification must be submitted using the '*Request for Approval of Travel*' form or the '*TR&D Expense Pre-approval*' form as appropriate for preliminary approval by Department Chairs/School Directors.
- Final Approval by Dean's Office required before purchase is initiated (International Travel requires Provost's Office, President and Chancellor's Offices approval and must be submitted to your department/school no later than 60 days prior to trip departure).